



Republic of the Philippines  
**Department of Education**  
Region VI – Western Visayas  
**SCHOOLS DIVISION OF CAPIZ**

October 28, 2024

**DIVISION MEMORANDUM**

No. 677 s. 2024

**CHANGE TO DIVISION MEMORANDUM NO. 635, S. 2024 TITLED “MASTERING LAB EQUIPMENT: BEST PRACTICES FOR USE AND CARE”**

To: OIC, Office of the Assistant Schools Division Superintendent  
Chief Education Supervisors  
Curriculum Implementation Division  
School Governance and Operations Division  
Education Program Supervisors  
Public Schools District Supervisors  
Senior Education Program Specialists  
Heads of Public Elementary, Integrated and Secondary Schools  
All Others Concerned

1. In reference to Division Memorandum No. 582, s. 2023 titled **Mastering Lab Equipment: Best Practices for Use and Care**, this office informs the field that the venue will be at **Maribert Inland Resort, Barangay Lantangan, Pontevedra, Capiz**.
2. The schedule of the walkthrough of the training is changed from November 2, 2024 to October 31, 2024.
3. Additional participant to this activity:

Name	Position	Office
Stephen John A. Baes	Trainer / Member, TWG	Capiz NHS
4. School Heads of teacher-participants are advised to ensure that their classes are not disrupted by putting in place a substitution plan.
5. Other provisions of the aforementioned memorandum remain in effect.
6. Immediate dissemination of this memorandum is desired.

  
**MIGUEL MAC D. APOSIN EdD, CESO V**  
Schools Division Superintendent 

Encl: As stated

Reference: As stated

To be included in the Perpetual Index  
Under the following subjects:

SCHOOLD LEADERS

TEACHERS

TRAININGS



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Republic of the Philippines  
**Department of Education**  
Region VI – Western Visayas  
**SCHOOLS DIVISION OF CAPIZ**

October 7, 2024

**DIVISION MEMORANDUM**

No. 635 s. 2024

**MASTERING LAB EQUIPMENT: BEST PRACTICES FOR USE AND CARE**

To: OIC, Office of the Assistant Schools Division Superintendent  
Chief Education Supervisors  
Curriculum Implementation Division  
School Governance and Operations Division  
Education Program Supervisors  
Public Schools District Supervisors  
Senior Education Program Specialists  
Heads of Public Elementary, Integrated and Secondary Schools  
All Others Concerned

1. In line with the MATATAG agenda and the National Learning Recovery Program (NLRP), this Office, through the Curriculum Implementation Division (CID), will conduct the **Mastering Lab Equipment: Best Practices for Use and Care** on November 9, 10 and 23, 2023 at a venue to be announced later.
2. This training-workshop aims to:
  - a. familiarize the junior high school science teachers with the functionality, operation, application and maintenance of the science equipment for maximum utilization; and
  - b. raise their level of awareness and competence in the manipulation and proper care of the equipment and to have them cascade the knowledge and skills acquired to other secondary science teachers in their respective areas.
3. There shall be one (1) Junior High School (JHS) science teacher participant from each integrated and secondary school. Participants are to be identified by the Secondary School Science Department Heads / Coordinators with the approval of the School Head. Participants are advised to bring laptop, and extension cord.
4. The members of the technical working group, facilitators, resource speakers and the management team are advised to attend a conference and walkthrough of the training on November 2, 2024 at a venue to be announced later. Below is the composition of those groups.



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**TECHNICAL WORKING GROUP, FACILITATORS AND RESOURCE SPEAKERS**

<b>Name</b>	<b>School</b>
<b>Resource Speakers</b>	
July F. Falagne	Buntog Elementary School
Ellen Grace V. Daria	Capiz National High School
Buddy E. Alvarez, EdD	Sapian National High School
Rolly Jun F. Abelarde	Presentacion Diez Gregorio NHS
Ronald D. Artillero	Daid Moises National High School
Gilbert C. Galagate	Capiz National High School
Lonie L. Baranda	Mambusao National High School
Pressym Joy D. Denosta	Florentina B. Degala NHS
Ann Marie D. Villamor	Sapian National High School
Odenna T. Siano	Casanayan National High School
Liezel B. Delfin	Capiz National High School
John Paul G. De Juan	Vicente Andaya, Sr. NHS
Jimson A. Degracia	Capiz National High School
Edmon B. Escosia	Jose Diva Avelino Jr. NHS
<b>Facilitators and Technical Working Group</b>	
Christy G. Badoles	Capiz National High School
Federico B. Barrera	Commissioner Luis R. Asis NHS
Jobane U. Capapas, Jr.	Ivisan National High School
Jenifer B. Andrade	Felix Balgos National High School
Rodelyn J. Denosta	Capiz National High School
Frenc D. Dorado	Maayon National High School
Jevie C. Barrera	Capiz National High School
Divina Natividad F. Quiachon	Maayon National High School
Armida Gonzales	Schools Division Office (SDO)
Monica Distura	Schools Division Office (SDO)
Ian Barcena	Schools Division Office (SDO)

**MANAGEMENT TEAM**

<b>Name</b>	<b>Position</b>	<b>Office</b>
Dr. Segundina F. Dollete	CID, Chief Education Supervisor	SDO-CAPIZ
Andres D. Quiachon	EPS - Science	SDO-CAPIZ
Dr. Joy Arnold T. Lejos	SDO Capiz Medical Personnel	SDO-CAPIZ
Dr. Immaculada Amores	SEPS-HRTD	SDO-CAPIZ
Ronald Dile	SEPS-M&E	SDO-CAPIZ




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5. Participants are advised to attend all sessions of the activity. The first session will start at 08:00 o'clock in the morning on the first day and conclude at 4:30 pm on the final day. The first meal is breakfast on Day 1 and the last meal is afternoon snacks on Day 3.
6. In the identification of the participants to this activity, there shall be no discrimination on account of age, civil status, religion or belief, ethnicity, political affiliation, employment status, disability, sexual orientation, gender identity or expression and other personal.
7. Participants and trainers are entitled to service credits in accordance with DepEd Order No. 53, s. 2003 titled: Updated Guidelines on the Grant of Vacation Service Credits to Teachers. On the other hand, non-teaching personnel including the management staff shall be provided with Compensatory Time Off (CTO) as per Civil Service Commission (CSC) and Department of Budget (DBM) Joint Circular No. 2, s. 2004 on Non-Monetary Remuneration for Overtime Service Rendered.
8. Attached is the activity matrix for your perusal. For further information, please contact Andres D. Quiachon, Education Program Supervisor (Science) at cellphone number 09984615082.
9. Food, accommodation and other operational expenses relative to the conduct of this activity shall be charged against the Division NLC Fund while travel expenses of the participants and members of the technical working group shall be charged to School MOOE subject to the usual accounting and auditing rules and regulations.
10. Immediate dissemination of this memorandum is desired.

  
**MIGUEL MAC D. APOSIN EdD, CESO V**  
Schools Division Superintendent

Attachment: As stated  
Reference: As stated  
To be indicated in the Perpetual Index  
under the following subjects:

TEACHER

TRAINING

WRITESHOP

SCIENCE



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**Mastering Lab Equipment: Best Practices for Use and Care**  
November 9, 10 and 23, 2024

This training-workshop aims to:

- familiarize the junior high school science teachers with the functionality, operation, application and maintenance of the science equipment for maximum utilization; and
- raise their level of awareness and competence in the manipulation and proper care of the equipment and to have them cascade the knowledge and skills acquired to other secondary science teachers in their respective areas.

Date: November 9, 10 and 23, 2024

Venue: To be announced

**PROGRAM OF ACTIVITIES**

Day 1 (November 9, 2024) Saturday

Time	ACTIVITIES			
	Group 1	Group 2	Group 3	Group 4
08:00 - 08:30	Registration			
08:30 - 09:00	Opening Program			
09:00 - 09:30	Orientation of the Activities			
09:30 - 10:45	Session 1 Proper Use and Care of Science Instruments			
10:45 - 12:00	Session 2 Safety Measures			
12:00 - 01:00	Lunch Break			
01:00 - 02:00	Matter	Living Things and Their Environment	Force, Motion and Energy	Earth and Space
02:00 - 03:00				
03:00 - 04:00				
04:00 - 05:00				



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Day 2 (November 10, 2023) Saturday

Time	ACTIVITIES			
	Group 1	Group 2	Group 3	Group 4
08:00 - 08:30	Management of Learning (MOL)			
08:30 - 09:00	Earth and Space	Matter	Living Things and Their Environment	Force, Motion and Energy
09:00 - 10:00				
10:00 - 11:00				
11:00 - 12:00				
12:00 - 01:00	Lunch Break			
01:00 - 02:00	Force, Motion and Energy	Earth and Space	Matter	Living Things and Their Environment
02:00 - 03:00				
03:00 - 04:00				
04:00 - 05:00				

Day 3 (November 23, 2024) Sunday

Time	ACTIVITIES			
	Group 1	Group 2	Group 3	Group 4
08:00 - 08:30	Management of Learning (MOL)			
08:30 - 09:00	Living Things and Their Environment	Force, Motion and Energy	Earth and Space	Matter
09:00 - 10:00				
10:00 - 11:00				
11:00 - 12:00				
12:00 - 01:00	Lunch Break			
01:00 - 02:00	Session 3			
	Monitoring and Evaluation of School's Science Equipment			
02:00 - 03:00	Session 4			
	Next Steps			
03:00 - 04:00	Closing Program			
04:00 - 05:00				



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